DEPARTMENT OF THE ARMY
YOUR UNIT
STREET ADDRESS
CITY, STATE 12345

REPLY TO
ATTENTION OF

ABCD-EFG-H *(Your unit's office symbol)*   Date of memo

MEMORANDUM FOR Commandant, U.S. Army Infantry School

SUBJECT: Age waiver request to attend the Basic Airborne Course

1. The following Soldier is assigned to *(your unit)*. He/she currently has an *("ATRRS reserve status" OR "ATRRS wait status" OR "does not have an ATRRS reservation")* for class ###-## beginning *(Class START date)*.

Rank   *Last name, First name MI*   *Last 4*   *AGE*

2. *(Your justification to attend the course goe here)*.

EXAMPLE: Dispite SSG Doe, John being over the age of 35, I request an exception to policy *(insert justification)*.

3. The point of contact for this memorandum is *(Rank Last name, First name   email and phone)*.

                                                        (First O-5 or higher in Chain of Command)
                                                        FIRST LAST
                                                        RANK, BRANCH
                                                        Position

*Note: *Current ERB/ ORB must be attached to* <u>**ALL**</u> *Basic Airborne Course Age waiver requests. Failure to do so will result in automatic disapproval*.

*Note: *Students requesting course prerequisite waivers must submit them NLT* <u>*30 days*</u> *prior to the class start date. Age waiver requests arriving with less than 30 days will automatically be disapproved.*